



ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 05-OPPS-138

POSITION: PROBATION ADMINISTRATOR, 101

SALARY RANGE: \$62,886 - \$117,857

Opening Date: 07/06/05

Closing Date (for receipt of applications): 08/03/05

OFFICE:

Office of Probation and Pretrial Services
Policy and Operations Division

AREA OF CONSIDERATION:

All Sources - Nationwide

The incumbent of this position is subject to random drug screening and updated background investigations every five years.

Location: Washington, DC

SALARY POTENTIAL: \$117,857

The Administrative Office is currently under a general hiring freeze. However, we are continuing with the recruitment process in terms of posting job opportunities, but employment offers are subject to delay based on the availability of funds and all exceptions require the Director's approval.

SALARY AND BENEFITS INFORMATION: Most positions in the Administrative Office (AO) are classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay. Salary is commensurate with experience. Federal benefits are available for most positions according to federal guidelines. More than one selection may be made from this announcement. If this position is temporary (see above), management may have the discretion of converting this position to a permanent position depending upon funding and staffing allocation. This position is designated as a secondary law enforcement position for the purposes of retirement coverage under the law enforcement officer (LEO) retirement provisions. For persons currently covered by the LEO retirement provisions, this position meets the provisions for continuation of LEO retirement coverage.

MISSION STATEMENT: The Administrative Office is part of the judicial branch of the federal government and operates as an independent excepted service agency. The AO provides management support and services to the federal courts (except the Supreme Court) in three essential areas: administrative support, program management, and policy development. The AO is responsible for advocating and implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. The AO is the focal point for judiciary communication, information, program leadership, and administrative reform. The federal court system consists of over 30,000 employees serving federal courts and judges throughout the United States and U.S. Territories. The AO also supports program activities in the areas of court administration, court security, defender services, and probation and pretrial services.

DUTIES AND RESPONSIBILITIES: The incumbent of this position will provide support in policy development and implementation, oversight and support for program areas related to any or all of the services and oversight we have of the probation and pretrial services systems. This position is located within the Policy and Operations Division of the Office of Probation and Pretrial Services. Duties include, but are not limited to:

1. Providing administrative oversight and assessment of national programs in the areas of home confinement, drug and alcohol treatment, mental health treatment, supervision of defendants and offenders, and budgetary matters for the purpose of ensuring cost effectiveness, monitoring trends, analyzing data, and making recommendations for improvement of these national programs;
2. Developing, auditing, reviewing, and overseeing operational procedures, documents, and standards of probation and pretrial services offices nationwide;
3. Conducting long-range planning in the development, implementation, and evaluation of probation and pretrial services policies and programs;
4. Providing technical assistance and conducting training programs;
5. Providing staff work for the Judicial Conference Committee on Criminal Law to implement the provision of legislation affecting the federal Probation and Pretrial Services system;
6. Developing, evaluating, and overseeing implementation of national policies and outcome measures regarding the core mission of supervision and investigation functions of the federal Probation and Pretrial Services system; and
7. Serving as an authority regarding probation and pretrial services policy and procedures and a court contact for probation and pretrial services staff on specific issues.

QUALIFICATION REQUIREMENTS: Applicants must have demonstrated experience and education as listed below. This requirement is according to the AO Classification, Compensation, and Recruitment System which includes interpretive guidance and reference to the OPM Operating Manual for Qualification Standards for General Schedule Positions. **Basic Requirement.** Bachelor's degree with at least 24 semester hours in behavioral or social sciences; **OR** combination of education and experience that includes at least 24 semester hours of course work in the behavioral or social sciences, and that provides the applicant with knowledge of the behavioral or social sciences equivalent to a bachelor's degree. **Specialized Requirement.** One year of specialized experience which is in or directly related to the line of work of the position to be filled. Specialized experience for this position is experience which demonstrates the ability to develop and implement policies and operations programs for the probation and pretrial services system.

SUPPLEMENTAL FACTORS: The following factors are expected to enhance performance significantly in this position. Applicants **must** submit a narrative statement addressing each factor listed below. Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties, responsibilities, and supplemental factors for this position. **Submission of a separate narrative statement for each factor is a MANDATORY requirement.**

1. Ability to communicate effectively both orally and in writing.
2. Knowledge of probation, pretrial services, and treatment services in a correctional system.
3. Demonstrated problem solving and analytical skills. Identifies problems; analyzes information to determine accuracy and relevance, and makes correct inferences or draws accurate conclusions.

**FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT, CONTACT: Faye R. Posey at (202) 502-1256
OR VISIT OUR INTERNET WEB SITE FOR JOB OPPORTUNITIES — [HTTP://WWW.USCOURTS.GOV](http://www.uscourts.gov)**

HOW TO APPLY:

- Your application must be received by mail or hand delivered to the AO Personnel Division (address below) by **CLOSE OF BUSINESS (5:00 P.M.)** on the closing date. Application and enclosure(s) will not be returned. The AO does **NOT** accept application materials by Internet e-mail.

ADDRESS: (for mailing)

Administrative Office of the U.S. Courts
AO Personnel Division
Suite G-200
Washington, DC 20544

(for hand delivery)

One Columbus Circle, NE
Suite G-200
Washington, D.C.
(Union Station Metro)

- Your application should include all of the information listed under the section, "APPLICATION INFORMATION."
- You may choose to submit a signed and dated *OF-612 (Optional Application for Federal Employment)*, OR any other application format.
- Incomplete applications will not be considered. Also see brochure *OF-510 (Applying for a Federal Job)*.

APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses the information listed below; otherwise, you may be considered ineligible for this position.

- **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- **Personal Information:** Full name, mailing address, day and evening area codes and phone numbers; Social Security number; country of citizenship; title, series, grade or pay level, and dates of highest federal civilian position held.
- **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF-15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualification Requirements).
- **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may NOT contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- **Other Qualifications:** List any job-related training courses; skills (such as languages, computer software/hardware, typing speed, tools, machinery); current certificates and/or licenses; honors, awards, and special accomplishments (such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).
- **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation.
- **Additional Information:** Any other required information or forms listed on this announcement.

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- All information is subject to verification.
- Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
- Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and** (2) photo identification (e.g., driver's license).
- All applicants are subject to a criminal background check before appointment to the AO.
- All new employees of the AO must identify a financial institution for direct deposit of pay before appointment.
- If selected for first-time appointment to the federal government, you may be required to serve a trial period. Failure to complete successfully the trial period may result in termination of employment.
- If selected for a supervisory or managerial position, you may be required to serve a probationary period. Failure to complete successfully the probationary period can result in return to a position comparable to the one held immediately before this supervisory assignment, or if you were not a federal employee before this assignment, then you may be moved to a position one level below this supervisory position.
- Relocation expenses will not be provided.

FOR ADDITIONAL AO JOB LISTINGS, PLEASE CALL: (202) 502-1271
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THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.
